REQUEST FOR PROPOSAL (RfP)

Vancouver Zero Emission Freight: Commercial vehicle outreach and research to reduce climate and air pollution

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

June 8, 2022

1. Background

1.1 C40 Cities Climate Leadership Group Inc. (“C40”)

C40 is a network of nearly 100 mayors of the world’s leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40’s team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our website, or follow us on Twitter, Instagram, Facebook and LinkedIn.

1.2 Green and Healthy Streets Declaration and Zero Emission Freight Technical Assistance

The Green and Healthy Streets (GHS) Declaration was launched by C40 in 2017 and has so far been signed by 36 global cities including Vancouver. These cities have committed to work with partners to:

- Procure only zero emission buses from 2025.
- Ensure that a major area of the city is zero emission by 2030.

In order to support the delivery of ambitious zero emission areas (ZEAs) in cities by 2030, C40’s Zero Emission Freight (ZEF) Programme is working with signatory cities and partners to accelerate the uptake of zero emission vehicles (ZEVs) and infrastructure for urban goods transportation. This includes knowledge sharing and technical support on relevant projects, policies, incentives, and stakeholder engagement approaches.

C40 is supporting two GHS signatory cities with in-depth support on a zero emission urban goods transportation project over the next seven months. Enabled through a partnership with ClimateWorks Foundation, these two projects aim to accelerate the global transition to zero emission urban goods transport and logistics management by:

- Demonstrating how zero emission technology and solutions can be successfully applied or piloted today, and adapted into the medium and long-term, in line with technology developments
- Strengthening collaboration and building trust between project cities, businesses, utilities, government (e.g. regional, national), and other local partners and stakeholders
- Advancing concrete action (e.g. projects, policies, incentives) in two cities towards the successful implementation of the C40 GHS Declaration by 2030

Through dedicated technical assistance and engagement with stakeholders – such as city authorities, goods transport operators and logistics partners, utilities, network operators, charging infrastructure and service providers – the projects will aim to identify and demonstrate:

- Actions required to overcome key obstacles and challenges to urban delivery electrification and consolidation
- The roles of different stakeholders in overcoming those challenges
- The benefits of the transition to zero emission urban goods transport
- Lessons, case studies and evidence for other global cities and businesses transitioning to zero emission urban goods transport and zero emission areas, including, for instance, on funding options and investment/return on investment models.

1.3 City of Vancouver efforts to decarbonize freight

The City of Vancouver has identified the goal of having 50% of the kilometres driven on Vancouver's roads to be by zero emissions vehicles by 2030 in their Climate Emergency Action Plan (CEAP). This includes kilometres driven by freight and urban goods delivery.

Vancouver's Transportation 2040 Plan outlines the City's policy of providing efficient loading and unloading for goods vehicles. This includes reviewing loading zone policies to ensure efficient and appropriate short-term use, considering the revision of eligibility criteria for commercial vehicle permits, and introducing paid loading zones.

2. Purpose of the Project

Following a competitive call for applications, the City of Vancouver was selected as one of the two cities to support with technical assistance on developing zero emission curbside management systems.

C40 is currently accepting proposals to develop and implement an outreach and research feasibility project to support Vancouver in business engagement, planning around updating of the city's Commercial Vehicle Decal Program (CVDP) and researching potential policies to promote electric vehicles for urban freight.

Despite ambitious goals for achieving a ZEF system, Vancouver has not previously pursued curbside management projects to encourage ZEF. Moreover, although Vancouver has one of the highest ZEV uptakes in North America, there are currently very few ZEVs used for urban freight. ZEV refers to vehicles with zero tailpipe emissions, which includes electric or hydrogen-powered but would not include hybrid or biofuel-powered. This project represents an opportunity to make a significant contribution to the development of the ZEF policy sphere and reduce pollution from trucks in the city of Vancouver.

The City currently operates a Commercial Vehicle Decal Program (CVDP), which allows vehicles to access the Commercial Vehicle Loading Zones and Commercial Lanes for 30 minutes of loading activity. The CVDP is used by vehicles collecting or delivering goods, wares, merchandise, or other commodities. Typically these vehicles are delivery trucks, but also include smaller passenger vehicles used for delivery as well as taxis and charter buses. For vehicles that display business information, decals are inexpensive ($25 - $45/year) and purchased annually. Unmarked vehicles require an additional commercial plate at a cost.

The City's current CVDP is useful in its current form insofar as it has the ability to restrict access to loading areas used for urban freight; however, the current system has very low fees and does not:

- provide usage data, which would allow for easy identification of congested or unused loading areas.
- allow for loading time limits to be easily enforced, leading to vehicles overstaying and preventing use by others.
- encourage delivery during off-peak periods.
- incentivise zero emission vehicles.

Overhauling the CVDP to a system that requires either a "pay-per-use" or "register-per-use" system with varying rates and rules could address the above noted shortfalls and encourage the transition to ZEF. The first step is to engage with goods movement organizations that currently utilize the program, which will help the city of Vancouver understand how these organizations use the CVDP, as well as how close to ZEV adoption they are for their respective fleets.

If the engagement process identifies feasible opportunities for curbside policies that will result in more ZEF vehicles, the city would aim to implement a pilot or trial program in 2023.

This initial work can uncover what is currently holding industry back from transitioning to ZEF, serve as a model for what is achievable and become a platform to introduce more impactful regulatory measures in the future. Given the current stresses on supply chains, this stakeholder engagement approach is even more important to ensure the political palatability of any changes. Ideally, the research will also allow Vancouver to connect with industry "champions," who are eager to advance the electrification of their fleets and will support more ambitious policies.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm June 29, 2022 EST. Any proposals received after this date and time will not be accepted and will be returned to the sender. All proposals should include clear timetables, how the consultant would work with the City of Vancouver and C40, clear costs and detail on experience in this area.

The proposal should clearly indicate the required input from City of Vancouver and C40 staff, timeline of implementation, and any required background work or set up. Furthermore, the submission should show how the respondent intends that the project governance and management should work. This should, as a minimum, cover proposed working partnership with City of Vancouver and C40, key roles and responsibilities, reporting, change requests, escalation of issues, sign-off of work stages, and acceptance criteria.

Respondents are also required to set out any risks and assumptions made in planning this work. Where risks are identified, appropriate management and mitigation strategies should also be outlined. The proposal should include details on how a risk assessment would be completed and what that would include.

If the organisation submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions attached, scope, budget, schedule and other necessary items pertaining to the project will be finalized upon awarding the highest bidder. Bidders are encouraged to confirm their agreement with C40's general terms and conditions (see attached) when submitting the proposal or flag any concerns.

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids at this stage. The work will be completed on [the C40 Standard Service Provider Agreement].

[These terms and conditions are accepted as drafted by the overwhelming majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.]

Proposals must be submitted in USD (US dollars), including all costs of taxes and administrative fees and with cost breakdown per team member (staff hourly rate for each member). In case of a need for field trips, travel and maintenance costs must be included in the total value of the proposal. Payments will be made upon approval of the deliverables by the City of Vancouver and C40, according to the project plan agreed with the successful bidder. The successful bidder will be responsible for any logistical costs, which will be reimbursed later by C40.

All contracting and invoicing will be handled through:

C40 Cities Climate Leadership Group, Inc.,
120 Park Ave, Floor 23,
New York, NY 10017
United States of America

4. Project Scope

This project requires stakeholder engagement and data collection. The overall goal is to develop a stakeholder-informed report that outlines the current commercial ZEF landscape in Vancouver and provides recommendations on overhauling the CVDP, including identifying potential industry partners and opportunity areas.

Deliverables:

- Develop and execute a communications and outreach plan to gather data from Vancouver-based and destined businesses (i.e., businesses currently registered or eligible to register with the CVDP).
    - Develop and staff the execution of a project area business and consumer market data collection strategy for freight delivery services and businesses that take/make deliveries, such as spatial data, focus groups, and/or surveys.
    - Identify organizations that provide urban freight services within the Vancouver area that are interested in updating their fleets to zero emission vehicles in the near future/at an accelerated rate.
    - Identify organizations that are interested to trial on-street zero emission commercial loading zones or lanes in 2023, and understand what areas these companies operate in.
    - Understand what magnitude of financial incentive/disincentive would need to be associated with curbside loading to encourage a shift to medium/heavy duty ZEVs.
    - Understand if providing more loading convenience, either by time or day or location, would encourage a shift to medium/heavy duty ZEVs.
    - Generate insights on stakeholders' awareness and attitudes of zero emission delivery and the CVDP, as well as business operations, delivery demands and patterns, and consumer demands and preferences.
    - Establish a timeline for execution and due dates for the draft and final recommendations report, to be agreed upon with C40 and the City of Vancouver.

- Develop a draft and final recommendations report based on data and insights.
    - Outline the current knowledge of and attitudes toward ZEF among businesses, including main barriers to electrification.
    - Identify the incentives and price levels for the CVDP that would lead to businesses changing their operations and electrifying their fleets or adopting zero emission technologies (including cargo bikes and electric trucks).
    - Identify feasible opportunities for curbside policies and the predicted impact on ZEF vehicle uptake.
    - Identify the costs and impacts of overhauling the CVDP, including potential CO2 and air pollution benefits and which stakeholders might be affected and how.
    - Identify potential policy recommendations that may be included in future City policy, such as identifying regulatory mechanisms within city authority that can advance freight electrification and decarbonization.

- Develop a two-page case study for C40 Cities with recommendations for how other cities may replicate or learn from this work, including a summary of the activities undertaken, the approach used for this project and the data and insights gathered. The results would be recorded **in a final report** made available to all C40 cities.

5. RfP and Project Timeline

RfP Timeline:

RfP Timeline	Due Date
Request for Proposals sent out	June 8, 2022
Questions submitted to C40	June 13, 2022
Written responses submitted to C40	June 29, 2022
Evaluation of proposal	June 30-July 1, 2022
Interviews [TBD]	July 4-5, 2022
Selection decision made	July 6, 2022
All bidders notified of outcome	July 8, 2022

Project Timeline	Due Date
The project initiation phase must be completed by	July 22, 2022
Project planning phase must be completed by	August 12, 2022
The project is due to run until	January 31, 2023

6. Project Budget

C40 and the City of Vancouver are looking for competitive proposals for the outlined scope of works. All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs.

Budget proposals should include:

- Specific budget amounts dedicated to stakeholder engagement vs research plan development or budget amounts dedicated to each deliverable as detailed in the Project Scope.
- Personnel costs (hourly staff rates and time dedicated to each deliverable)
- Materials/resources for stakeholder engagement (e.g., flyers)
- If possible, allocation of stipends, honorariums, or other incentive for stakeholder participation
- Any work that is outsourced or contract to a partner organisation, including staff rates and time dedicated to each deliverable

Please also refer to the Proposal Guidelines section for more information on this.

Payment will be made according to meeting project milestones as approved by / at the discretion of the C40 point of contact.

The maximum budget available for the proposal is $55,000 USD.

7. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- List of staff who will be working on the project, including job titles and descriptions and their proposed role for this project. Please ensure at least one senior level staff member will be regularly involved and available as needed.
- Description of your organization, including mission, values, size, and leadership.
- Description of experience in stakeholder engagement, with specific examples and outcomes if applicable (not to exceed one page in length).
- Description of experience in research and analysis with sample work included as addenda if applicable (not to exceed one page in length).
- Description of experience in zero emission transportation (not to exceed one page in length).
- One to two (1-2) samples of completed plans, reports, market research, survey designs, or similar product.
- Proposed timeline for completion of each deliverable and proposed payment schedule.
- Potential project risks and mitigation strategies.
- At least one (1) reference from a previous client or partner.
- Data Protection (if it is a system, software or a supplier utilizing personal data like passport number, birthday, address, etc): C40 is subject to the European Union and United Kingdom* data protection regulations and the winning proposal must ensure its continued compliance. If a successful proposal will require that you process or control personally identifiable information (PII), please describe your familiarly, and ability to comply, with Directive 95/46/EC and the forthcoming General Data Protection Legislation.

**Please note that C40 abides by the EU and UK data protection regulations even when working outside of these regions.*

8. Proposal Evaluation Criteria

Criteria	Weigh
Robustness of the project delivery proposal	25%
Project management: ability to delivery outputs to time and quality	25%
Expertise and experience of project team	25%
Budget (value for money)	25%

Each bidder must submit 1 copy of their proposal to the email address below by June 29, 2022 at 5pm EST:

Catherine Ittner, Zero Emission Freight Programme Manager, cittner@c40.org

9. Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time; without incurring any liability to any interested party and / or any obligation to inform any interested party about the grounds for its action. All costs incurred in connection with the development and submission of a proposal to this RFP are not reimbursable by the C40 Cities Climate Leadership Group.

Annex: C40 Service Provider Agreement (SPA) - attached separately.